

Job Description

Role: Sports Technician/Coach

Grade: Scale 7-10 (range £27,060 - £28,419) term time only actual pro-rata salary (£23,058.72 - £24,216.77) Term time 8.30am to 4.30pm

Reporting to: Head of PE department

Responsible for: No direct line management responsibilities

Purpose of Post

- To provide practical and administrative support for the PE Team under the direction of the Team Leader in order to help our pupils develop their love of learning and make outstanding progress.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.

Main Duties

1. Support for Pupils

- Supervise and provide particular support for pupils with PE lessons including those with special needs, ensuring their safety and access to learning activities;
- Cover for absent colleagues practical lessons across all Key Stages;
- Establish good and constructive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Support pupils and when needed with their PE work, ensuring their safety and access to learning;
- Deliver extra-curricular clubs across both phases;
- Provide feedback to pupils in PE lessons in relation to progress and achievement under guidance of the teacher;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to interact with others and engage in activities led by the teacher;
- Encourage pupils to act independently as appropriate.

2. Support for the PE Team

- Deliver high quality primary PE lessons;
- Support cover teachers to deliver safe and effective lessons;
- Support specific SEN, more and less able pupils in lessons;
- Provide ICT support in lessons where necessary, such as videoing GCSE pupils for moderation;
- Support the PE department to manage equipment, making sure it is safely stored and available for lessons;
- Keep an inventory and liaise with head of department about ordering equipment;
- Ensure bibs and kits are washed and ready to be used for lessons and fixtures;
- Communicate with primary coaches and teachers about required equipment;
- Assist PE department with classroom resources such as print outs and display boards;

- Help to deliver extra-curricular clubs across both phases;
- Travel to fixtures, supporting the management of sports teams;
- Support with fixture administration including letters and permission slips;
- Support in the planning and delivery of both primary and secondary sports days.

3. Support for the School

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the sports provision in school;
- Be aware of and comply with school policies and procedures, specifically those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings both during and after the school day as required;
- Participate in training and other learning activities and performance development as required;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required;
- To undertake such other duties that may be required to meet the needs of the school.

4. Strengthening Community

Contribute to:

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

Other Duties

Developing Self and Working with Others

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;

- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promote the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form. Personal Qualities will be assessed through references and interview.

E- Essential D– desirable

		E	D
Qualifications	1. Numeracy and literacy qualification at NVQ level 2 or equivalent	✓	
	2. Evidence of ongoing professional development within the field of Sport and Physical Education; attendance on courses, INSET, action research, personal study etc.		✓
Experience and Skills	1. Recent experience of working in a school setting.		✓
	2. Previous experience of working in a sports field.		✓
	3. Ability to relate well to children and adults	✓	
	4. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
	5. Computer literacy: ability to carry out a variety of general ICT tasks e.g. upload photographs	✓	
	6. Basic knowledge of First Aid		✓
	7. Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	✓	
Personal qualities	1. Excellent presentation and inter-personal skills	✓	
	2. Excellent time and task management skills	✓	
	3. Ability to work under pressure and to deadlines	✓	

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign

Date